



ANDERSON
UNIVERSITY

BUSINESS OFFICE

MISSING RECEIPT FORM

If the receipt is not available complete the 'Missing Receipt Form'. This is a last resort with the understanding that you have done your due diligence in attempting to obtain the receipt.

DATE OF PURCHASE: _____

MERCHANT NAME: _____

PURCHASE AMOUNT: \$ _____

DESCRIPTION OF PURCHASE: _____

BUSINESS PURPOSE: _____

RECEIPT: _____ LOST _____ NOT ISSUED

I, _____, the undersigned do certify that the above
(print name)

purchase was made for official University business.

DETAIL ATTEMPTS TO OBTAIN RECEIPT:

CARDHOLDER SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE

If you have any questions, please contact Leslie Nation
at: expensereports@andersonuniversity.edu
864-231-2067